



**Organizational Development Committee Meeting
May 20, 2019
RCPC Board Room
12:00 p.m.**

Approval of Minutes

Review minutes from November 19, 2018 committee meeting.

Action Items

1. Fundraising Plan 2019-2020

Background: The Organizational Development Committee is charged with creating the fundraising plan for each fiscal year.

Issue: The fundraising plan for 2019-2020 has not been decided.

Recommendation: It is recommended that the Organizational Development Committee discuss potential fundraising events.

2. Strategic Plan Review

Background: The Organizational Development is responsible for providing oversight for the organization's Strategic Plan.

Issue: The Strategic Plan should be reviewed at the beginning of the fiscal year and at the end of the fiscal year.

Recommendation: It is recommended that the Organizational Development Committee review the Strategic Plan.

3. Exploration Station Treasurer's Reports

Background: The Organizational Development Committee reviews Exploration Station's Treasurer's Reports.

Issue: The Exploration Station Treasurer's Reports are included for review.

Recommendation: It is recommended that the Organizational Development Committee consider approving the Treasurer's Reports.

Non-Action Items

1. Strategic Plan Goals, Community Awareness, and Updates on Outreach
2. ES Financial Plan
3. Board Retreat
4. New Committee Meeting Day

Announcements

Adjournment

The next meeting will be held on Thursday July 18, 2019.



**Organizational Development Committee Meeting Minutes
November 19, 2018
RCPC Board Room
12:00 p.m.**

Members Present: Eric Sanders (via Conference Call), Normie Bullard, and Vicki Locklear

Members Absent: Bill Mauney, Tonie Brite, Cheryl Harris, Leslie Bell, and Neal Locklear

Staff Present: Tim Little, June Locklear, Kari Maynor, Donna Hall, and Wendy Doeller

Guests Present: Christy Strickland and DeDe Southerland

Eric Sanders called the meeting to order and a quorum was established with three members present.

Approval of Minutes

Vicki Locklear motioned to approve the minutes from the September 10, 2018 committee meeting. Normie Bullard seconded. **Motion carried.**

Action Items

1. Flying Pig Structure

Background: The flying pig structure sits atop the Exploration Station building.

Issue: The flying pig structure is in serious need of repair.

Recommendation: Vicki Locklear motioned to use a portion of the proceeds from the Afternoon Tea event to repair the structure. Normie Bullard seconded. **Motion carried.**

2. Exploration Station Treasurer's Reports

Background: The Organizational Development Committee reviews Exploration Station Treasurer's Reports.

Issue: The Exploration Station's Treasurer's Reports are included for review.

Recommendation: Normie Bullard motioned to approve the Exploration Station Treasurer's Reports. Vicki Locklear seconded. **Motion carried.**

Non-Action Items

- 1. Strategic Plan Goals, Community Awareness, and Updates on Outreach-**The committee reviewed the Strategic Plan Goals, Community Awareness, and Updates of Outreach document.
- 2. Tea Party Silent Auction Items-**The committee discussed the continued need for Silent Auction Items.
- 3. Exploration Station Donor Wall-**Tim Little discussed the addition of a donor wall in Exploration Station. He asked the committee to consider different locations for the wall within the location.
- 4. Exploration Station Green Space Work Day-**Tim Little discussed having a work day for volunteers to add a green space to the outside of Exploration Station.
- 5. Exploration Station Grocery Store-**Tim Little and June Locklear discussed upcoming changes with the Grocery Store.
- 6. Tea Party Update-**DeDe Southerland and Christy Strickland discussed the plans for the upcoming event.

Announcements

Adjournment

Eric Sanders adjourned the meeting at 12:55 p.m.

Next Meeting

January 14, 2019

**Robeson County Partnership for Children, Inc.
Strategic Plan 2016-2020 Overview**

Vision

To ensure that Robeson County's children and families have the capacity to achieve their fullest potential in all aspects of life.

Mission

To make a compelling impact on Robeson County families by collaborating with early childhood agencies to support programs that measurably develop young children and their caregivers for success.

Goals/Focus Areas

- (1) Improve the quality and increase the quantity of program services in order to optimize the well-being of Robeson County families and children.
- (2) To have a community that better understands the importance of early childhood services.
- (3) Improve fund development strategies for greater sustainability and diversity among funding streams.
- (4) To effectively support early childhood education services and sustainability of services.
- (5) Improve the capacity to learn through intentional play in order to encourage physical, cognitive, and emotional development at the Exploration Station.
- (6) Continuous organizational development of Robeson County Partnership for Children's volunteers and staff.

Instructions

This action plan is designed to help you *identify* and *prioritize* the action steps that you need to take as the board or staff on behalf of the Robeson County Partnership for Children to achieve the specified goal from the RCPC strategic plan. This action plan describes specific steps or actions RCPC agrees to take, who will have the lead, by when the action item(s) will be considered or completed and the desired result to be achieved. It also provides guidance on the status of the action items as they relate to the broader goal to be achieved. Create, Review, and Update Regularly.

Goal and/or Strategy: Improve the quality and increase the quantity of program services in order to optimize the well-being of Robeson County families and children.

Priority	Action Item	Assigned To	Timeline/ Progress	Desired Result
1	Expand the scope of services offered by RCPC	Grants Review	3 years	New/Revised Activities
2	Increase collaboration with community agencies, adding at least five new partners	Staff	5 years	Increase awareness
3	Establish or collaborate with an agency that sponsors a Parent Voice group to discuss challenges families face	Staff	3 years	Stronger Advocacy
4	Increase awareness of the Resource Center among caregivers and community agencies	Staff	5 years	5% growth
5	Develop an annual plan to incorporate social media in promoting educational activities for children that parents can use at home	Staff	5 years	Plan of Work

Notes:

Progress Key: **Red** = Completed **Yellow** = In Progress **Green** = Get Going

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Goal and/or Strategy: To have a community that better understands the importance of early childhood services.

Priority	Action Item	Assigned To	Timeline/ Progress	Desired Result
1	To increase knowledge through local presentations about the importance of early childhood education and local initiatives to surrounding government officials	Organizational Development Committee/Management Staff	5 years	Expanded knowledge and support of all communities in county
2	Increase participation throughout Robeson County by representing the agency in every town	Organizational Development/Staff	2 years	One community event/presentation per town/city every two years
3	Increase media presence throughout the county	Staff	5 years	Spreadsheet of media presence online and in newspapers, magazines, radios, television, etc.
4	Distribute resources to local agencies, adding at least one new location every year	Staff	On an annual basis	Spreadsheet of locations with program information with annual "check in" for additional materials

Notes:

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Goal and/or Strategy: Improve fund development strategies for greater sustainability and diversity among funding streams.

Priority	Action Item	Assigned To	Timeline/ Progress	Desired Result
1	Work toward establishing a plan of work to increase funds for capital projects	Organizational Development Committee/Staff	5 years	\$25,000 in fund in 5 years
2	Apply for the Grassroots Science Museum Fund grant.	Board/Staff	5 years	\$25,000 in fund every year
3	Establish a bequest fund and Donor Wall	Organizational Development Committee/Staff	5 years	5 bequests
4	Grow the Exploration Station general operating budget to cover staffing expenses	Organizational Development Committee/Staff	5 years	25% of fund development; 100% Exploration Station
5	Encourage Board Engagement in fund development	Board of Directors	5 years	100% participation
6	Host two fundraisers per year	Organizational Development Committee/Staff	5 years	Two fundraisers per year

Notes:

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Goal and/or Strategy: To effectively support early childhood education services and sustainability of services.

Priority	Action Item	Assigned To	Timeline/ Progress	Desired Result
1	Conduct Needs Assessment	RCPC Staff	2 years	Determine strengths & weaknesses
2	Reallocation of funds to support local needs	Grants Review and NC Pre-K Committee	3 years	Be more efficient
3	Require structured engagement for partnership fund recipients	RCPC Staff	2 years	Increase participation and engagement among stakeholders

Notes:

Progress Key: **Red** = Completed **Yellow** = In Progress **Green** = Get Going

Goal and/or Strategy: Improve the capacity to learn through intentional play in order to encourage physical, cognitive, & emotional development at the Exploration Station

Priority	Action Item	Assigned To	Timeline/ Progress	Desired Result
1	Develop a plan to expand the scope of new exhibits for the Exploration Station that incorporates math and science, activities from multiple ethnicities and exhibits for a 6 to 9 year age range.	Exploration Station Committee	5 years	More engaged committee members
2	Research exhibits of statewide children museums to assist in planning new exhibits and existing exhibits to enrich learning experiences of children 0 thru 9 years of age. Renovate, update, or replace 6 exhibit areas.	RCPC Staff	5 years	Enrich learning experience
3	Increase active memberships by 10% over a 5 year period	RCPC Staff	5 years	Increase revenue
4	Increase the awareness of multiple ethnicities through advertising & incorporating multicultural themes	RCPC Staff	5 years	Enrich learning experience to all children
5	Committee members will coordinate 1 small fundraiser with the Fund Development Director	Exploration Station Committee	Annually	Committee Engagement

Notes:

Progress Key: **Red** = Completed **Yellow** = In Progress **Green** = Get Going

Goal and/or Strategy: Continuous organizational development of Robeson County Partnership of Children volunteers and staff.

Priority	Action Item	Assigned To	Timeline/ Progress	Desired Result
1	Increase Board member engagement by requiring that each board member actively volunteer with at least one fundraising strategy, assist in Exploration Station, or at a special event	Board Members	Annually	More engaged board
2	Evaluate the board structure and board chair term limits in comparison to other local partnership board structures or non-profit best practices	Nominations/Personnel Committee	5 years	Evaluate size of board
3	Increase knowledge through educational opportunities about the importance of early childhood education for board members	Executive Committee	5 years	More engaged board
4	Recruit 15 volunteers to increase organizational capacity	Volunteer Department	15 volunteers per year	Increase capacity
5	Ensure every staff member participate in at least one professional development opportunity	Management Team	Annually	Staff Development

Notes: Priority 5 completed for 2016, 2017, 2018

Progress Key: **Red** = Completed **Yellow** = In Progress **Green** = Get Going

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AS OF APRIL 30, 2019

	Revenue	July	August	September	October	November	December	January	February	March	April	Total
	Admissions	1,171.90	1,882.00	368.50	710.30	741.50	413.00	974.90	758.00	1,302.00	1,136.00	9,459.10
	Birthdays	1,254.72	1,056.21	240.00	1,046.40	1,808.41	1,209.70	1,750.84	1,449.58	1,570.00	1,570.00	12,004.46
	Memberships	489.00	512.17		465.32	571.10	364.50	364.50	410.29	843.94	534.59	4,553.41
	Groups											-
	Camps	2,556.00	1,665.00							920.00	1,335.00	6,475.00
	Programs					100.00	(100.00)	30.00	160.00		20.00	210.00
	Field Trips	36.00	95.00		40.00	234.00	62.00	177.00	60.00		283.00	977.00
	Auction Tickets (less event expenses)					(397.50)						(397.50)
	Room Rental Fees	125.00	90.00									
	Afternoon Tea (less event expenses)		33.27	290.00		68.27		2,360.06	1,212.95		215.00	3,964.25
	Exhibits (Leon Maynor)	981.49	660.98	20.98	20.98	220.98	70.98	220.98	170.98	20.98	220.98	2,550.00
	Scholarship Donations	1,000.00									1,250.00	2,250.00
	Grants						1,500.00					1,500.00
	Donations	288.64	6,552.10	29.13	28.89	37.35	107.27	20,649.21	36.95	3,203.39	34.45	30,965.38
	Gift Shop Sales	78.50	178.98	39.95	96.73	79.65	72.89	107.48	68.20	130.58	186.68	1,039.63
	Total Revenue	7,985.25	12,715.71	999.56	2,408.64	3,463.77	3,690.34	26,634.97	4,326.65	7,930.89	5,610.26	75,816.04

Expenses	July	August	September	October	November	December	January	February	March	April	Total
11) Personnel	6,443.77	4,757.87	4,439.30	4,661.21	4,764.15	4,808.35	3,368.00	1,915.04	1,958.94	1,717.38	38,833.99
12) Contracted Services	51.00	120.00			433.50		360.00	415.00		51.00	1,430.50
13) Total Personnel/Contracted Services	6,494.77	4,877.87	4,439.30	4,661.21	5,197.65	4,808.35	3,728.00	2,330.04	1,958.94	1,768.36	40,264.49
14) Office Supplies & Materials		368.06	49.86	15.48	400.57	32.96	535.13	403.36	368.25	12.76	2,186.43
15) Service Related Supplies			84.00	44.99	220.79		186.28			107.80	623.86
16) Total Supplies & Materials	-	368.06	133.86	60.47	621.36	32.96	701.41	403.36	368.25	120.56	2,810.29
17) Travel			4.14							17.05	21.19
18) Communications & Postage		0.10		151.02	128.68	128.86	128.74	128.69		1.19	667.28
19) Utilities	87.60	10.96		42.89	314.87	811.19	386.64	363.95			2,038.10
20) Printing & Binding											-
21) Repair and Maintenance	80.00	1,549.76	388.69	275.58	482.59	139.53	588.98	270.75	2,539.53	90.08	6,505.49
22) Meeting/Conference Expense		315.65	71.84	50.51	43.31		47.59	79.23	91.82	248.15	948.00
23) Employee Training (no travel)											-
24) Advertising											-
26) Total Non-Fixed Operating Expenses	167.60	1,876.37	464.67	520.00	969.45	1,079.58	2,157.95	1,112.62	3,307.86	356.47	12,006.57
27) Office Rent (Land, Buildings, etc.)											-
28) Furniture Rental											-
29) Equipment Rental (Phones, Computer, etc.)		87.06	13.00	88.09	70.60	18.51	55.32	6.50	328.74	27.79	593.61
30) Vehicle Rental											-
31) Dues & Subscriptions											-
32) Insurance & Bonding											-
33) Books/Library Reference Materials					788.66		3,452.37	700.00			700.00
34) Mortgage Interest & Bank Fees	130.71	118.79	17.95	50.73	54.87	47.88	60.97	89.37	101.54	70.75	741.57
35) Other Expenses											-
36) Total Fixed Charges & Other Expenses	130.71	203.85	30.95	138.82	914.13	66.39	3,568.66	795.87	428.28	98.55	6,376.21
38) Leasehold Improvements											-
39) Furniture/Non-Computer Eqpt., \$500+ per item											-
40) Computer Equipment/Printers, \$500+ per item					22.00						22.00
41) Furniture/Eqpt., under \$500 per item											-
42) Total Property & Equipment Outlay	-	-	-	-	22.00	-	-	-	-	-	22.00
47) Non-Cash Grants and Awards											-
48) Total Services/Contracts/Grants	-	-	-	-	-	-	-	-	-	-	-
50) Total Expenditures	6,793.08	7,326.15	5,068.78	5,380.50	7,724.59	5,987.28	10,150.02	4,641.89	6,063.33	2,343.94	61,479.56

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**Organizational Development Committee
FY 2018-2019**

Strategic Plan Goals, Community Awareness and Outreach Update

Strategic Plan Goal 1: Sustainability	
a) Fundraising	
<i>*Note –per Committee request, this section will be updated to include total funds raised at conclusion of the events.</i>	
Strategies	Timeline
Beautiful Baby Contest	May – June 2019
Mother/Daughter Tea Party	January 27, 2019 \$5,392.00

Strategic Plan Goal 1: Sustainability	
b) Marketing	
Strategies	Timeline
Early Childhood Resource Guide	Last updated June 2017
RCPC Funded Activities Brochure	Last updated July 2017
Annual Report to Community	Last updated January 2019
Beautiful Baby Calendar	November 2018
Beautiful Baby Parade Magnets	Provided in June of each year

Strategic Plan Goal 2: Outreach	
a) Community Involvement/Education	
Strategies	Timeline
WIC Recruitment (NCPK Recruitment)	Monthly
Book 'Em Event	September 22, 2018
Pembroke Day	October 4, 2018
Summer Camp Expo	March 2019
NC Pre-K Mass Mailing	February 2019
Read Across America	March 1, 2019
RCC Alumni Homecoming	April 2019
Smart Start Day/Fall Festival	October 27, 2018
Week of Young Child Events	April 2019

PSRC Pre-K Screening – Farmer’s Market	May 2019

Strategic Plan Goal 2: Outreach b) Media Awareness		Updated as Media Coverage Occurs
Strategies	Timeline	
Beautiful Baby Calendar – What’s Happening	November 2018	
Facebook	On-going	
RCPC Website	On-going - last Monday of each month	
RCPC Newsletters	December 2018 – June 2019	
Beautiful Baby Contest - Robesonian	April 2019	
Beautiful Baby Contestants Announced - Robesonian	May 2019	
Beautiful Baby Winners Announced - Robesonian	June 2019	